Please Return to Rec. Mgt 9-3

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Conversion Factors for Measuring Records Holdings in Cubic Feet

Unit of Measurement	Cubic Foot Equivalent
Correspondence Files	
One drawer, letter size cabinet	1½
One drawer, legal size cabinet	2
One open shelf-file unit, letter size	2½
One open shelf-file unit, legal size	3
Card Files	
One linear foot, 3x5 cards	1/10
One linear foot, 4x6 cards	1/6
One linear foot, 5x8 cards	1/4
One linear foot, tab cards	1/6
or 10,000 tab cards	1
Other	
One bookcase section	2½
Map cabinets and other outsized equipment	Inside cubic measurement

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